



# MABALACAT CITY COLLEGE

## 1. Payment of Miscellaneous Fee, Tuition Fee, Laboratory Fee and/or CISCO Fee

Issuance of official receipt for the payment of the students who requested for Copy of Grades, Certification, Registration Form Copy, Transcript of Records, Transfer Credentials, Library Card Replacement, ID Replacement, General Weighted Average Certification (G.W.A.), Book Overdue Fee, Copy of Diploma, and Certification, Authentication and Verification (C.A.V.) Fee.

<b>Office or Division:</b>	Finance			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	Students (Old, currently enrolled and graduates)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Transaction Slip		Cashier's Window/Finance Office		
Official Receipt		Finance Office		
Student ID		Mabalacat College issued ID		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Secure Transaction Slip from the Finance Office by messaging the Mabalacat City College Finance Office Facebook page</p> <p>1.2 Present the online billing slip to City Treasurer's Office for payment.</p> <p>* Make sure to secure Official Receipt (O.R) that will be issued upon payment.</p>	<p>1.1 Check the account of the student on the Collection System,</p> <p>1.2 Prepare the online billing slip and save it as image.</p> <p>1.3 Send the slip on the requestor on the Mabalacat City College Finance Facebook Page</p>	<p>Copy of Grades P20.00</p> <p>Certification P50.00</p> <p>Reg. Form Copy P20.00</p> <p>Transcript of Records P150.00</p> <p>Transfer Credentials P200.00</p> <p>Library Card Replacement P20.00</p> <p>ID Replacement P150.00</p> <p>G.W.A. Certification P50.00</p> <p>Book Overdue P10.00/day</p> <p>Copy of Diploma P200.00</p>	5 minutes	Collection Officer City Treasurer's Office





## MABALACAT CITY COLLEGE

		C.A.V. Fee P150.00		
2. Submit a copy of Official Receipt at the Mabalacat City College Finance Office Facebook page to update the payment on Collection System.	2.1 Confirm the Official Receipt received on the Mabalacat City College Finance Office Facebook page,  2.2 Encode the payment on the Collection System.	None	5 minutes	Collection Officer

Under normal circumstance means: (1) The Collection System is properly working and the student's data on system are accurate (2) The internet connection is working fine.

